



## Job Title: Recreation Program Coordinator

**Department:** Parks and Recreation - Recreation Division

**Immediate Supervisor:** Recreation Supervisor

**FLSA Status:** Exempt

### **BRIEF DESCRIPTION OF THE JOB:**

Plan, organize and implement recreation programs, sports programs and special events. Provide administrative support to the Recreation Supervisor, and assist peers in programs and events. Oversee all activities in a designated program area such as sports, special events, instructional classes, special needs, teen, volunteer, and outdoor programs.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Plan, organize and implement recreation programs, create and monitor budgets, and incorporate new developments in the field of recreation as needed.
2	S	Coordinate programs and events by designing fliers, writing news releases, brochures and survey instruments, attracting sponsors, locating equipment and entertainment, and complying with policy requirements.
3	S	Provide administrative support by answering phones, interacting with the public, ordering and maintaining supplies and equipment, and drafting letters to participants and sponsors.
4	M	Responsible for overseeing all program activity at designated locations such as parks, school facilities and other public facilities. Includes setting up facilities and area for special events, and any related tasks to ensure success of programs.
5	L	Train, motivate, evaluate and work as a team with contracted and part-time staff for events and programs.
6	L	Collaborate with school districts, non-profit groups, citizens and other departments to promote programs and activities.

\* See page 3 – Overall Physical Strength Demands

**JOB REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Recreation, Leisure Studies, or closely related field.
Experience	Minimum two years experience in professional recreation work, including programming and coordinating recreational activities is required. Full time municipal recreation programming experience is preferred.
Certifications and Other Requirements	Possess a valid Arizona Driver's License with a minimum of two years driving experience with a good driving record; Basic First Aid and CPR Certification required; AED Certification; and Certified Parks and Recreation Professional (CPRP) status preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read and interpret manuals, rules, contracts, purchase orders, and professional publications.
Math	Work requires the ability to to perform general math calculations such as addition, subtraction, multiplication, division, fractions and percentages.
Writing	Work requires the ability to write forms, letters, sponsorships, fliers, receipts, equipment bids, purchase requisitions and reports.
Managerial	Planning responsibilities include collecting and tracking registration monies, reserving schools and facilities, training volunteers and coaches, and monitoring program results.
Budget Responsibility	The incumbent prepares documents and conducts research to provide information to the Recreation Supervisor. Responsible for monitoring and tracking funding sources, revenues and expenditures for assigned units. May also recommend budget allocations.
Supervisory / Organizational Control	May require functioning as a lead worker while performing own responsibilities, and includes overseeing work quantity, training, instructing, and scheduling work for part-time staff and volunteers.
Complexity	Work involves decision making within established standard practices and procedures. Professional judgment and analytical skills required to determine appropriate course of action.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with department heads, customers, brokers and sales representatives.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At special events and programs
Sitting	C	Deskwork
Walking	O	Around offices and during special events
Lifting	R	Supplies and equipment
Carrying	R	Supplies and equipment
Pushing/Pulling	R	Supplies and equipment
Reaching	R	For supplies and equipment
Handling	O	Supplies and equipment
Fine Dexterity	R	Supplies and equipment
Kneeling	R	Retrieving items from the ground
Crouching	R	Retrieving items from the ground
Crawling	R	Retrieving items from the ground
Bending	R	Retrieving items from the ground
Twisting	R	Retrieving items from the ground or from shelving
Climbing	R	Ladder
Balancing	R	Ladder
Vision	F	Reading, driving, observing work activities
Hearing	F	Communicating with personnel and general public on telephone
Talking	F	Communicating with personnel and general public on telephone
Foot Controls	O	Driving

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Scoreboards, toolboxes, computer and related software, general office machines such as copier, fax.

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)  
(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)